

Colorado Libraries.

Tabulated Statement, April, 1894.

Work in a Library.

The Public Library, Denver.

Reprinted from the
Colorado School Journal
Of April, 1894.

Colorado Libraries, Tabulated.

LOCATION.	NAME OF LIBRARY.	Founded.	Free or Subs	No. Vols.	LIBRARIAN OR OFFICER REPORTING.
Akron.....	Circulating.....	1890	Subs	600	J. S. Wheeler.....
Alma.....	Fireman's.....	1882	Free	125	Geo. A. Miller.....
.....	Public.....	74	D. E. Stephenson.....
Aspen.....	High School.....	1886	530	W. T. Eddingfield.....
.....	Public School.....	1880	1500	Kate Ruth.....
.....	Y. M. C. A.....	800
Berthoud.....	Public School.....	1892	165	Nettie Davis.....
Black Hawk.....	Public School.....	1880	450	J. M. Seright.....
Boulder.....	Boulder County Teachers.....	1891	114	Geo. L. Harding.....
.....	Buckingham.....	1878	9000	Chas. E. Lowrey.....
.....	Public School.....	1876	1217	C. M. Kingsley.....
Breckenridge.....	Public School.....	1889	358	Chas. S. Steele.....
Brush.....	50
Buena Vista.....	Public School.....	1890	Free	250	Mrs. R. G. Leake.....
.....	State Reformatory.....	1894	150
Canon City.....	Fremont County Teachers.....	1891	Subs	210	Alfred Durfee.....
.....	C. C. L. Ass'n.....	1886	1900	Mrs. S. F. Megrue.....
Castle Rock.....	Castle Rock.....	Free	100	P. H. Hammond.....
Central City.....	Public School.....	1500	J. H. Troendly.....
Cheyenne Wells.....	Public School.....	100	R. A. Knott.....
Colorado City.....	Bancroft.....	1891	Free	300	Mrs. Maggie Hill.....
Colorado Springs.....	Coburn.....	1894	Subs	10000	H. S. Murdock.....
.....	El Paso Club.....	C. O. Finch.....
.....	El Paso County Teachers.....	1892	Free	C. O. Finch.....
.....	Free.....	1885	2000	M. L. Cowles.....
.....	High School.....	1892	Geo. B. Turnbull.....
.....	Printers' Home.....	1892	120	C. O. Finch.....
.....	School for Deaf and Blind.....	1880	Free	1000	John E. Ray.....
.....	Y. M. C. A.....	300	W. A. Lloyd.....
Como.....	Public School.....	1894	125	A. J. Cushman.....
.....	U. P. R. R. Employees.....	1880	Subs	500	Wm. Wooley.....
Crested Butte.....	Public School.....	1888	Free	345	A. E. Phillips.....
Del Norte.....	Public School.....	1891	150	Earl Whedon.....
Delta.....	Public School.....	200	Lillian Lewis.....
Denver.....	Broadway School, Dist. No. 1.....	Free	240	Z. B. McClure.....
.....	Ebert School.....	1886	290	G. L. Arnold.....
.....	Gilpin School.....	1883	1500	Frona R. Houghan.....
.....	High School.....	1260	Wm. H. Smiley.....
.....	High (Manual Train.).....	388	C. A. Bradley.....
.....	Longfellow.....	1885	Free	200	A. W. Elder.....
.....	Twenty-Fourth St.....	1891	150	A. C. Courtney.....
.....	Whittier.....	1883	1200	R. H. Beggs.....
.....	Wyman.....	1893	40	Geo. B. Long.....
.....	Central.....	1891	85	Kate Hinman.....
.....	Elmwood.....	1893	Free	160	H. W. Zirkle.....
.....	Fairmont.....	Geo. W. Wyatt.....
.....	Franklin.....	1884	550	W. E. Knapp.....
.....	Garfield.....	1890	375	Miss A. N. Miller.....
.....	High.....	1881	1700	Ed. F. Hermanns.....
.....	Lincoln.....	1893	144	J. H. Dodds.....
.....	Logan.....	1890	225	O. S. Moles.....
.....	Sheridan.....	1892	125	H. S. Phillips.....
.....	Washington.....	1891	260	L. P. Norvell.....
.....	Ashland School, Dist. No. 17.....	300	F. E. Phillips.....
.....	Boulevard.....	125	T. B. Bird.....
.....	Bryant.....	550	R. W. Strong.....
.....	Columbia.....	65	Darius Conrad.....
.....	Edison.....	70	W. F. Mack.....
.....	High.....	1000	Clara Newcomb.....
.....	Louise M. Alcott.....	75	J. M. Erwin.....
.....	Ballenger & Richards.....	150	Ballenger & Richards.....
.....	City.....	1886	2581	Chas. R. Dudley.....
.....	College of the Sacred Heart.....	1888	Private	6879	A. M. Mandalari, S. J.....
.....	College of the Sacred Heart.....	1888	844	A. M. Mandalari, S. J.....
.....	Colorado Historical Society.....	Society	200	Chas. R. Dudley.....
.....	Colorado Scientific Society.....	Free	1350	P. H. van Diest.....
.....	Colorado State L.....	1870	10000	S. I. Goodspeed.....
.....	Colorado Supreme Court.....	1860	10481	Jas. A. Miller.....
.....	Ernest & Cramer.....	1890	Private	8500	Garrett Owens.....
.....	Gross Medical College.....	1892	Free	Dr. T. M. Burns.....
.....	H. B. Stephens.....	Subs	7050	H. B. Stephens.....
.....	Matthews Hall and Bishop Spaulding.....	10000	Rev. W. C. Bradshaw.....
.....	Public.....	1889	Free	20000	John C. Dana.....
.....	Kerr B. Tupper.....	1891	Private	4000	Rev. Kerr B. Tupper.....
.....	Symes Law.....	1884	Free	6530	F. T. Henry.....
.....	Wolfe Hall.....	1868	1500	Rev. W. C. Bradshaw.....
.....	Woman's Alliance.....	1886	200	Miss G. E. Watson.....
.....	Y. M. C. A., (Central Dep't).....	1400	Edward Grace.....
.....	Y. M. C. A., (Railroad Dep't).....	1882	1074	Leroy Burdick.....
.....	High School.....	1888	500	T. O. Baker.....

Colorado Libraries, Tabulated.

(CONTINUED.)

LOCATION.	NAME OF LIBRARY.	Founded.	Free or Subs	No. Vols.	LIBRARIAN OR OFFICER REPORTING.
Durango.....	Ladies' Library Ass'n.....	1891	Free	750	Nathan H. Hawkins...
Elizabeth.....	Public School.....			125	Geo. J. Blakeley.....
Fairplay.....	Public School.....	1892	"	58	E. Kesner.....
Florence.....	Public School.....		"	150	Florence B. Ruddick..
Fort Collins.....	High School.....	1885	"	1300	
".....	State Agricultural College.....	1879	"	4,311	Celia M. Southworth..
Fort Morgan.....	Fort Morgan Public.....	1892	"	500	
".....	Public School.....		"	75	
Georgetown.....	High School.....		Free	300	A. E. Barker.....
Golden.....	Public School.....		"	10,400	W. Triplett.....
".....	State Reform School.....	1891	"	800	G. A. Garard.....
".....	State School of Mines.....	1887	"	3,000	E. G. Moody.....
Grand Junction.....	Western Colorado Academy.....	1881	"	1200	Henry Nichols.....
Greeley.....	Greeley Public.....	1885	"	2,350	Mrs. J. D. Page.....
".....	School District No. 6.....		"	500	W. H. Brockway.....
".....	State Normal.....	1889	Free	4,000	W. L. Young.....
".....	Weld County Teachers' Ass'n.....		"	25	O. Howard.....
Gunnison.....	Public School.....	1891	Free	200	
Gypsum.....	Public School.....		"	25	
Idaho Springs.....	Public School.....		Free	300	A. E. Barker.....
Jefferson.....	Public School.....		"	32	Geo. A. Miller.....
Julesburg.....	Public School.....	1889	Free	6	A. Graham.....
".....	Public School.....	1890	Subs	20	
Kiowa.....	Teachers' Circulating.....	1890	"	78	E. P. Clark.....
Lafayette.....	Kiowa Circulating.....	1893	"	150	F. J. Francis.....
La Junta.....	Public School.....	1886	Free	7,180	Miss Clara Sherwood..
Lake City.....	La Junta.....	1893	"	150	R. C. Drake.....
Lamar.....	High School.....	1891	Subs	200	Mrs. Mabel I. Maxwell
Leadville.....	King's Daughters.....		"	1,322	Ralph Robertson.....
".....	Public School.....		"		
Longmont.....	Y. M. C. A.....	1892	Subs	250	C. F. Palmer.....
".....	Longmont Academy.....	1888	"	220	Miss Inez Clark.....
Loveland.....	High School.....	1887	"	159	Gertrude E. Smith.....
Manitou.....	Public School.....	1890	Free	300	L. B. Grafton.....
Meeker.....	Public School.....	1894	"	71	W. H. Young.....
Moffat.....	Public School.....		"		O. C. Skinner.....
Montclair.....	Jarvis Hall Academy.....	1887	Free	900	B. V. Cissel.....
".....	Montclair.....	1892	Subs	1,000	Clara E. Lowell.....
Monte Vista.....	Public School.....		"		J. S. Eagleton.....
Morrison.....	Public School.....		"		Tilmon Jenkins.....
Mosca.....	Public School.....	1893	"		C. E. Filkins.....
Onray.....	Public School.....	1885	Subs	200	Chas. M. Osburn.....
Parachute.....	School.....	1893	"	36	Sara M. Reed.....
Pueblo.....	Central Block Law.....	1893	Subs	2,175	P. W. Search.....
".....	Central High School.....	1888	Free	200	John Brunton.....
".....	D. & R. G. Employees.....		"	400	J. W. Chapman.....
".....	McClelland Public.....	1891	"	4,000	Chas. J. Ling.....
".....	Public School, District No. 1.....	1882	"	1,000	Mrs. M. K. Colbert.....
".....	Public School, District No. 22.....		"	250	Jas. S. McClung.....
".....	Teachers, District No. 1.....	1893	"	40	G. C. Huntington.....
".....	Y. M. C. A.....	1889	"	350	Miss McCabe.....
Red Cliff.....	Red Cliff.....	1889	Subs	1,009	J. E. Tourtelotte.....
Rocky Ford.....	Rocky Ford Free.....	1892	Free	300	L. C. Ormes.....
Roswell.....	Public School.....	1893	"	111	O. C. Skinner.....
Saguache.....	Public School.....		"	150	
".....	Public.....		"	20,000	
Salida.....	High School.....	1885	Subs	459	Miss Clara L. Hamilton
Silver Plume.....	Public School.....		Free	100	R. W. Bullock.....
Steamboat Spr'gs.....	Denison.....	1891	"	1,000	Rev. J. Wallace Gunn..
Sterling.....	Sterling Town.....		"	100	Frank Smith.....
Telluride.....	Circulating.....		Subs	700	H. Woodall.....
Trinidad.....	Free Public.....		Free	8,000	J. Winsor.....
".....	Public School.....		"	300	E. C. Stevens.....
".....	Teachers'.....		"	75	E. C. Stevens.....
".....	Tillotson Academy.....		"	1,000	E. Floyd.....
University Park.....	University of Denver.....	1885	Free	35,700	Lonise Foucar.....
Villa Grove.....	Public School.....		"	100	O. C. Skinner.....
Villa Park.....	Public School.....		"		
Walsenburg.....	Inerfano County Library Ass'n.....	1889	Subs	30	Nelson Rhoades, Jr....
Westcliffe.....	Public School.....	1886	"	200	J. W. Scott.....

223,874

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WORK IN A LIBRARY.

J. C. DANA.

[*Part of a Talk before the Teachers of Denver, March 3, 1894.*]

It is still the common belief that if one has a pretty taste for books and is so well posted that she knows that John Milton and Augusta Evans Wilson are both dead, and that Ben Hur did not write the "Fair God," then is she excellently equipped for library work. It must be a pleasure, they tell us, to be able to buy so many nice books and then just to sit back and read 'em.

I propose to give, as briefly as may be, an outline of one part only of the work of the librarian,—the buying of a book and the putting it on the shelf. This is a process that rarely comes to the attention of the public. It is not the part of the running of a library that arises most to the surface. To the public it is unimportant and would generally be said to call for little labor and less skill.

The librarian of a growing library, growing in size and the number of its users, selects and purchases, let us say, three to six thousand volumes per year. To do this properly he has acquainted himself, through ten to twenty-five years of rather constant reading, with a few of the leading facts in English and American literature. (I am referring to librarians as I learn of them through their reports and their journals.)* He not only knows about certain authors, perhaps a good

many, and their works; he knows, also, something of their relative standing in the world of letters. And his acquaintance extends beyond the field of literature, properly so-called, into the fields of science, philosophy, art and religion. He can tell in a general way of the merits and demerits of some of the more prominent productions in these lines. In addition to this general literary knowledge of men and their books he has a large fund of catalogue knowledge. He knows to what books to turn to find answers to these questions:

1. Has a certain man written any books? What are they? Who published them? What do they cost? Have they any value?

2. Was ever a book printed with this or that title? Who wrote it? Who published it? What does it cost? Is it good in its line?

3. What books have been written on a certain subject? By whom? Published by whom? What is their cost? Which of them are the most reliable?

This bibliographical knowledge, it should be noted, is not primarily or directly knowledge of books, but of the vast library of books about books.

Some one, not very well acquainted, perhaps, with the possibilities of the English language, once said something about the advisableness, would you improve your style, of spending days and nights in the study of Addison. So I might say that would the librarian properly extend his bookishness he must spend his days and nights in the reading of book catalogues. He is

*The Library Journal, monthly, the official organ of the American Library Association. Chiefly devoted to library economy and bibliography. \$5 a year. 28 Elm St., New York. This journal is easily the first in the world of its kind. Every librarian should have it and read it, no matter how modest his library.

perhaps not a true librarian who does not prefer the latest catalogue to the latest novel. To the bookman proper books are very pleasant as an occasional pastime; catalogues are daily food. This reading of literature and this bibliographical study, give one information about the books that were written twenty, forty, fifty, a thousand years ago. To-day, in the growing library, the careful buyer must keep himself informed as to books published this morning. To do this he must read current books and criticisms. We all know where Marion Crawford stands, let us say, and can tell pretty accurately what his next book will be like before it is printed, how thin it will be; how many literary-soda-water inebriates will grab for it. But who shall tell us of Sarah Grand and the "Heavenly Twins?" The good critics try to. So the library man patiently, not to say eagerly, if he is to the manner born, patiently goes through the "Critic," and the "Dial," and the "Book-Buyer," and the "Publishers' Weekly," and the "Publishers' Circular," and "Book News," and "Book Chat," and the "Nation," and the "Atlantic," and perhaps the London "Spectator," and "Speaker," and "Athenæum," and "Academy,"† and a few other such literary journals, as they come each week and month, with occasional excursions into the book notices in technical journals and magazines on electricity, mining, railroads and science in general. This book notice and catalogue reading the librarian does, you understand,

† "The Critic," a weekly review of literature and art, 289 Fourth Ave., New York, \$3 a year.

"The Dial," a semi-monthly journal of literary criticism, discussion and information. 24 Adams St., Chicago. \$2 a year.

"The Book Buyer," a monthly summary of American and foreign literature. 151 a year. Scribner's Sons, New York.

"The Publishers' Weekly," the American book trade journal. (Indispensable to the book buyer.) \$3 a year. 28 Elm St., New York.

"The Publishers' Circular," weekly, booksellers' record of British and foreign literature. 11s a year. Low, Marston & Co., London.

"Book News," monthly, information about new books, scope, worth, prices. 50c a year. John Wanamaker, Phila. (Excellent for the price.)

"Book Chat," monthly, notes on new books, and index to magazine articles. \$1 a year. Brentano's, 5 Union Square, N. Y.

"The Nation," weekly, devoted to politics, literature, science and art. (The best of its kind.) \$3 a year. Box 794, New York.

The above list includes only a few of the many good journals devoted largely or entirely to books and authors. If one does much reading he can well afford to subscribe to one or two of them. If one buys books for a library, if only a few in a year, he can not afford not to read several of them.

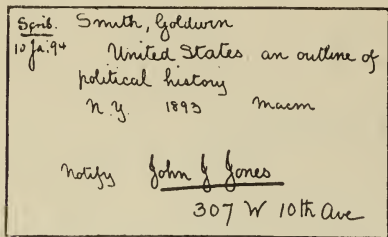
between whiles. It is not his work; it is his pastime. He reads, or has read, as everybody well knows, all the books already purchased and on the shelves. He oversees the daily work in the library. He answers questions, or tries to, about the color of Lowell's hair when he was a boy, and the age of the cliff-dwellings, and the virtues of the income tax, and the position of the center of the universe. He looks after the library accounts. He quells public insurrections arising from an assistant's refusal to permit some one to carry off the whole library at once. He writes and answers innumerable letters and makes himself useful in a variety of other ways. Meantime and between whiles he endeavors to keep informed as to Dr. Chas. R. Briggs's latest denial, Prof. Ely's last economic sweetmeats, the differences, if any, between "Dodo" and "Dora Thorne," etc., etc.

But with all his reading and study he is not yet ready to buy the books for his library. He must first take into consideration not simply the standing of the book among other books of its class, and its fitness to fill out a weak place in the library, and the condition of the finances of the library,—he must especially keep in mind the character of the constituency of the library, the number of adults and juveniles in it, its degree of intelligence, its probable rate of increase, the general character of the community, and its leading occupations and interests; the stage of growth of the library—is it seeking friends and readers or can it afford to buy the best books even though at present they do not attract new readers? All these things and others does he bear in mind. And he is perhaps fairly ready now to decide to buy a book.

He has met in his reading, to take a specific example, a note to the effect that Macmillan & Co. are to publish soon a history of the United States by Goldwin Smith. He already knows in a general way who Goldwin Smith is. He is sure that "An Outline of Political History of the United States" by him will be worth reading. He is well aware that the department of United States history in the library has always been too small for the calls made on it. A one volume political history of the United States in these times of great interest, on the part of

both sexes, in political matters, will be very acceptable.

On a slip of paper kept for the purpose he makes an entry thus: "Smith, Goldwin. History of U. S., Macm. '93. \$2.00." This is filed with others containing entries of other books



Order slip; reduced; actual size 3 ins by 5 ins.

thought desirable for purchase. The time comes for sending in an order. The slips are looked over. Examination is made to see that no books are ordered that are already in the library or already ordered but not yet received, (and this examination alone, in case of an order of any size, may take several hours); those books are settled upon which the library seems actually to need and can afford to buy; the slips are arranged alphabetically, copied on to one or more sheets, and with an accompanying letter of instructions sent to the book dealer—let us suppose Scribner of New York. On the upper left hand corner of each slip is then written "Scribner" and the date of mailing the order. These slips are then sorted in, alphabetically, with other slips representing other orders previously sent. It is possible, now, to answer these questions: if a certain book is not in the library, has it been ordered? of whom? when? and when may we look for it?

In due time the books come. The box or bundle is brought to the library, the freight bill received and properly entered as part of book expense, the box is opened and the books are placed on the shelves in the catalogue room. They are arranged in the order in which they are entered on the bill, checked and if found correct the bill is O.K.'d, approved by the proper authority and in due time paid. The slips first mentioned on which orders are entered are run over and all those corresponding to the bill in hand are placed in the books to which they refer. If any slip contains an entry asking that someone be notified of the arrival of the book noted on it, it is kept in the

book until it is ready for the shelf, when a postal is sent.

On the leaf behind the title page is written in each book its cost. Each book is measured, and below the cost is entered a letter indicating its size. Below this again is entered the number of pages in the book, both the Roman and Arabic numbers, and the fact, if it be a fact, that it contains portraits, maps, or illustrations. The pages are cut, (and to cut the pages of the books needing it in a library buying a few thousand volumes a year, would of itself take all of one person's time for several weeks.) The bill is next entered in the accession or invoice book. In this all books are entered as they come into the library, each entry occupying a line and each line numbered from 1 up to such number as the library has volumes. The number of the line on which every volume is entered is written in ink on the bottom of the leaf following the title page and again on the upper left hand corner of the 21st page. On the line are entered the name of the author of the book, its title, place of publication, date of publication, date of copyright, number of pages, size, style of binding, of whom the book is purchased or by whom given, the cost, and any remarks that the facts may call for—as that it replaces a copy worn out or lost, or that it has itself been lost and paid for, or bound, and in what material. This one line in this book of additions to the library forms a complete history of the volume entered on it from its arrival at the library to the day it is worn out and cast aside.

The book is next classified, that is, its place in the library is determined and the number given to it by which it is ever after to be known. This is not a simple process. It requires often considerable study of the book and of the character of the library and of the conditions of its use.

To classify properly calls also for no small amount of previous acquaintance with the general subject of classification as it is set forth in the volumes that have been written upon it. The process can not be even outlined in this article. It is sufficient to say that the particular book by Goldwin Smith now in hand is given the number "973 Sm 5," which at once—to the initiated—tells where it is to stand on the shelves, describes its contents,

and differentiates it from every other book in the library.

The catalogue card is now written. This card contains in the upper left hand corner the number of the book, 973 Sm 5. Across the top is written the author's name: Smith, Goldwin, and following this a copy of as much of the title page of the book as the rules of cataloguing call for, the place of publication, the date of publication, the date of copyright, the number of pages, the fact that it contains portraits, or illustrations, a letter indicating its size, and the name of its publisher. This seems a simple matter. It is not. Study, practice, care and patience are required to do it and do it right. About writing catalogue cards volumes have been written, and the rules to be followed in the process are minute and bewildering.

The card is not yet finished, for on its back must be written the accession number of the book, which takes one to the line of entries already mentioned on which the book's life history is told, and marks indicating what en-

(1.) Has the library a book by a certain author?

(2.) Has the library a book with a certain title?

(3.) Has the library any books on a certain subject?

To sort into their proper places the several thousand cards thus written in a small library in a year would occupy one person's entire time for several weeks.

Over the question of the proper form of a dictionary catalogue has grown up a veritable literature of rule and controversy, a good bit of which literature the worthy library man must be familiar with before he can write the three humble little cards just mentioned.

The book is next entered in the shelf-list, a list of the books in the library arranged in the order of their class numbers. The entries in it follow each other in the exact order in which the books they represent stand on the shelves. Its class and author number, together forming the cabalistic signs seen on the back of each book in a library, are now written in the accession book where the first entries were made. If, as is probable, the book is to be included in a list soon to be printed, a slip is written containing author, title and shelf number with date of publication, and this slip is sorted into its alphabetical place in the list for the printer.

A pocket is pasted inside the front cover, a tag is pasted on the back—a busy library of 20,000 volumes sticks on 20,000 to 30,000 of these tags in a year. The words “Denver Public Library” are stamped on the front edge of the leaves, on the title page and on the 21st, 101st, 201st, 301st, &c., pages and on the last page. The number 973 Sm 5 is written on the tag on the back, on the pocket within the front cover, and on both sides of a card to be kept in that pocket. The book is opened gently in a half a dozen places to loosen the binding so that, if it be a vandal who first borrows it, it will not be quite so likely to have its back broken when he opens it for the first time. And it is carried out of the catalogue department, put on the shelf, and the library work over it really begins.

I have endeavored in this brief statement of one small part of the work in a library to set down naught in malice and to pile up no imaginary

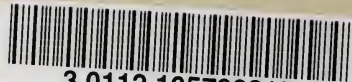
973 Smith, Goldwin
Sm 5 United States. an outline
of political history, 1432-1871 ..
N. Y. 1833c 10+312 p. mp. D.
Mam.

O

Catalogue card; reduced; actual size 3 by 5 ins.

tries of the book are made in the dictionary catalogue. This card is then placed alphabetically with the other cards kept in the cataloguing department, which together form a complete alphabetical author list of all books in the library.

Before it is so put away there are written, in the case of the book in hand, several other cards, all having entries similar to those on the one first mentioned, but headed, one with the line “Smith, Goldwin,” another with “United States, an Outline of Pol. History;” another with “U.S. Politics, History of.” These three are put in their proper alphabetical places in a dictionary catalogue kept near the counter for the use of the library assistants and the public. This last catalogue, you will notice, answers these questions;



3 0112 105798315

mountains. I have given only a suggestion of the actual labor involved in buying a book and putting it on the shelf. I have glided over the difficulties and the agonies.

APPENDIX.

Outline of the work of getting a book ready for the library shelf:

Bill from Scribner. Date, 2 Mch., '94.

Find order cards.

Check off bill.

Medical books:—

Make special bill.

Put book plates on cover.

Donations:—

Acknowledge.

Enter.

Book plate.

Page and size.

Accession.

Open.

Cut pages.

Stamp.

Pocket.

Tag.

Classify.

Catalogue.

Author card.

Cross reference cards, etc.

Author slip.

Title slip.

Subject slips, etc. } Except for
 } medical books

Fiction.

Author card } For counter.
Title card. }

Bulletin.

Medical books.

Author card. } For medical
Title card. } alcove.
Subject cards, etc. }

Write number.

Varnish tag.

Put book on shelf.

Arrange cards by accession No.

Enter class No. in accession book.

Arrange cards numerically.

Shelf list.

Arrange cards alphabetically.

Distribute cards and slips.

For information about all kinds of library material, cards, blank books, catalogue systems, cases, pockets, etc., etc., write to the Library Bureau, 125 Franklin street, Chicago, Ill.

For information about the best books for a small popular library see the "Catalogue of the American Library Association Library." This is a library of 5,000 volumes, selected

by the American Library Association, and shown at the Columbian Exposition. It gives authors, titles, publisher's prices. It shows how books should be catalogued and classified. It includes a model dictionary catalogue. You can get it of the Bureau of Education, Washington, D. C.

For information about the American Library Association write to the President, Melvil Dewey, Albany, N. Y.

STARTING A LIBRARY.

If the town, or the village, or the school district, has decided to establish a library, even though the beginning is with only a hundred volumes, it is well to be somewhat systematic in the matter. If the library is to grow, however slowly, it is almost essential that the first books purchased be properly recorded, and numbered in such a way as to be easily kept track of. If they are to be lent, some short and simple but accurate method of charging, keeping record of volumes lent out, should be put in use. The libraries of this and other countries have developed, in the past twenty or thirty years, methods and devices no end for the saving of time and the adding to the usefulness of books, and the keeping in hand the many details of buying, classifying, cataloguing, binding, lending and the like.

In addition to its regular staff, the public library has had at work, for six months past, a class of five library pupils. They have been given excellent opportunities to learn of many of the more important secrets of the craft. They would be able to put in order a library already started, to look after the purchase and arrangement of books to be bought and to put in operation such methods of keeping record of books lent as the size of the library and the number of borrowers might make advisable.

If you are moving in library matters in your town or school district, no matter what part of Colorado you may be in, it might advantage you to communicate with this library. If no one can go from here to give you assistance, it would certainly be possible to send you information, notes and suggestions, and this the library is always pleased to do.

Public Library, Denver, April, 1894.